

# **City of South Bend**

## **Administration & Finance Policy Manual**



### **1.1.1 Policy Review Committee**

**Effective: January 1, 2010**

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**Purpose:** Policy Review Committee(s) will be established to serve as a review and recommending authority concerning policies and procedures administrated by the Administration & Finance Department of the City of South Bend.

**Scope:** This statement applies to all governmental units, enterprise operations, and operations of the City of South Bend.

**Responsibility:** This committee is the responsibility of the Controller of the City of South Bend. Changes or revisions to this statement are affected only with the consent and approval of the Controller.

**Effective Date:** This statement is effective January 1, 2010.

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#### **1.0 Committee Statement**

The Policy Review Committee is established by the Office of the Controller. Five (5) committees will be created by this policy statement, as follows:

- 1) Operating Policy Committee
- 2) Finance Policy Committee
- 3) Purchasing Policy Committee
- 4) Human Resource Policy Committee
- 5) Information Technology Policy Committee

#### **2.0 Committee Responsibility**

The committee(s), are formed to review current, proposed new, and proposed changes to existing policies and procedures of the Administration & Finance Department of the City of South Bend.

Committee members will review policy and procedure proposals and offer opinion on content, practicality, and implementation. The intent of committee actions, are to craft policies and procedures intended to create and sustain a mechanism for sound fiscal control of the assets and operations of the city as administrated by the Department of Administration and Finance.

#### **3.0 Committee Activity**

The committee(s) will have no scheduled or required meetings. The committee(s) will address policy and procedures matters from time to time as required as brought to the committees by the Controller.

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### **4.0 Committee Membership**

Committee membership is defined as follows and may be amended from time to time as determined by the Controller.

#### **Operating Policy Committee**

Controller	Committee Chair
City Attorney	
Director Public Works	

#### **Finance Policy Committee**

Controller	Committee Chair
Director City Budget	
Director City Finance	
Director Finance	Parks & Recreation
Director Finance	Water Utility
Director Finance	Community & Economic Development
Director Finance	Fire
Chief Assistant City Attorney	

#### **Purchasing Policy Committee**

Controller	Committee Chair
Purchasing Manager	
Director Central Services	
Assistant City Attorney	
Director Finance	Parks & Recreation
Director Finance	Water Utility
Director Finance	Police

#### **Human Resource Policy Committee**

Controller	Committee Chair
Director Human Resources	
Deputy City Attorney	

#### **Information Technology Policy Committee**

Controller	Committee Chair
Director Information Technology	
Director Public Works	
City Attorney or designee	
IT Parks & Recreation	
IT Public Safety	
IT Public Works	